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 Office Memorandum • UNITED STATES GOVERNMENT

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TO : Mr. [REDACTED]

DATE: 23 September 1949

FROM : Chief, Transportation Division

SUBJECT: Monthly Report of Transportation Division Activities - August 1949

The following report covering activities of the Transportation Division during the month of August is submitted pursuant to your request.

## 1. Truck Operations:

The following truck operations were performed during the month:

7 trips to New York, N. Y.  
 6 trips to Baltimore, Md.  
 2 trips to Norfolk, Va.  
 197 local hauls in and around Washington

## 2. Que Building Motor Pool Operation:

1152 total trips made  
 50 average number of trips per day  
 8459 total miles operated  
 367.7 average miles per day  
 7.3 average miles per trip  
 6.8 average number of cars in pool per day  
 40.8 average time per trip

Comparison of total trips, total miles operated and average miles operated per day for the past three months:

	<u>Total Miles</u>	<u>Total Trips</u>	<u>Average Miles Per Day</u>
June	9851	1401	447.7
July	8046	1150	402.0
August	8459	1152	367.7

During the month the shuttle service between CIA Buildings and the Pentagon carried a total of 8564 passengers, an average of 372 per day.

## 3. Following is a report of the activities of the [REDACTED] Garage: 25X1A6a

Repair Jobs	18
*Labor	-\$309.50
Parts	- 141.79
Repair Jobs performed outside -	0
Maintenance Work	88
*Labor	\$985.25
Parts	39.00

\*Work performed by Mechanics

Maintenance Work (Performed by Mechanic's Helpers)

Cars washed	-	127
Cars lubricated	-	54
Other service jobs	-	63

The total value of labor performed by the Mechanics in the garage during the month was \$1294.75 compared with their total salaries of \$989.51 indicating a saving of \$ 305.24. The value of labor performed by the Mechanic's Helpers was \$477.25 compared with salaries of \$391.66, indicating a saving of \$85.59 an overall saving of \$390.83 for the month.

4. Forty-two (42) passenger cars operated a total of 36,893 miles during the month while thirty-four (34) trucks operated a total of 14,692 miles.

5. Volume of work and flow of personnel through the Shipping Section for the month was as follows:

Rail Reservations	-	28
Airline Reservations	-	21
Hotel Reservations	-	0
Fare Quotations	-	91
Persons Processed Overseas	-	24
Domestic Travelers	-	30
Transportation Requests	-	110

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Chief, Transportation Division